

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: October 31, 2002

PERSONNEL LETTER # 02-028
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: RALPH ZENTNER, Assistant Chief
Personnel/Payroll Services Division

RE: **EMPLOYEE RETIREMENT CHANGE FOR SAFETY MEMBERS IN BARGAINING UNITS 04, 11, AND 15**

This Personnel Letter provides information concerning employee retirement changes previously announced in Personnel Letter # 02-008 dated April 11, 2002.

Effective October 31, 2002, the employee retirement rate for Safety members in Bargaining Units 04, 11, and 15 will be reduced from 1.15% of compensation in excess of \$238 per month to 0%. This rate will be effective through June 2003. New retirement account codes will not be needed.

PROCESSING

The Controller's Office will process an Employment History mass update on November 4, 2002 to post 505 transactions effective October 31, 2002. Turnaround PARS will be issued from the update.

Employees with appointment or separation expiration dates prior to October 31, 2002 will not be included in the mass update. Therefore, agencies must determine if the employees are to be re-appointed or separated and key enter the appropriate transaction. If re-appointed, key a 505 transaction effective October 31, 2002 that reflects the correct account code.

The Controller's Office will post 505 transactions to the Employment History Data Base based on transactions processed prior to the mass update. If an employee's most current transaction reflects an effective date equal to or less than October 31, 2002, the 505 transaction will be posted by the mass update process. If an employee's most recent transaction is effective after October 31, 2002, the 505 transaction will be manually posted by the Controller's Office beginning November 5, 2002. Also, subsequent transactions will be corrected as needed. Agencies are responsible for updating the Employment History Data Base with the correct retirement account code information for transactions keyed after the November 4 mass update. Failure to do so could result in erroneous employee retirement contributions.

CONTACTS

If you have any questions concerning this letter, please contact Lynn Black at (916) 327-3926 or by email at lblack@sco.ca.gov. For PAR documentation, contact the Personnel Liaison Unit at (916) 322-6500. Revisions to the Payroll Procedures Manual and the Personnel Action Manual are forthcoming.

RZ:LB/PMAB